



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	October 1, 2015	Closing Date:	October 15, 2015
Job Title:	Civil Assignment, Lead	Position Type:	Regular, Full Time
PIN:	059936	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J07 \$32,674 - \$53,422 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: This position will be responsible for assisting the departmental supervisor in the day-to-day processes and procedures of the department; Serve as backup for the supervisor in their absence; Provide training, make assignments and monitor the work of subordinates; Provide customer support via telephone, email, and in-office visits from Judges, Judge's staff, attorneys, and the general public; Create and distribute docket sheets to staff and Judges; Create and distribute tentative assignment reports daily; Prepare four month docket for civil Judges, visiting Judges and mediators; Update case history for civil cases as needed; Performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Four years of general clerical experience, two of which must have been in a trial or appellate court.

Skills/Abilities: This individual should possess a clear understanding of Civil Division procedures and protocols, Circuit Court policies and procedures, and Judiciary Human Resources policies; Proficiency in Microsoft 2010 (Word and Excel), UCS, Adobe Reader, and JIS Mainframe; Possess strong leadership and communication skills; Ability to analyze and disseminate complex data and reports; Ability to sit in court as needed providing assistance to Judges in the scheduling of civil cases; Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Courthouse East, Room 412
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.